

SIGN PERMIT

Submittal Requirements and Checklist

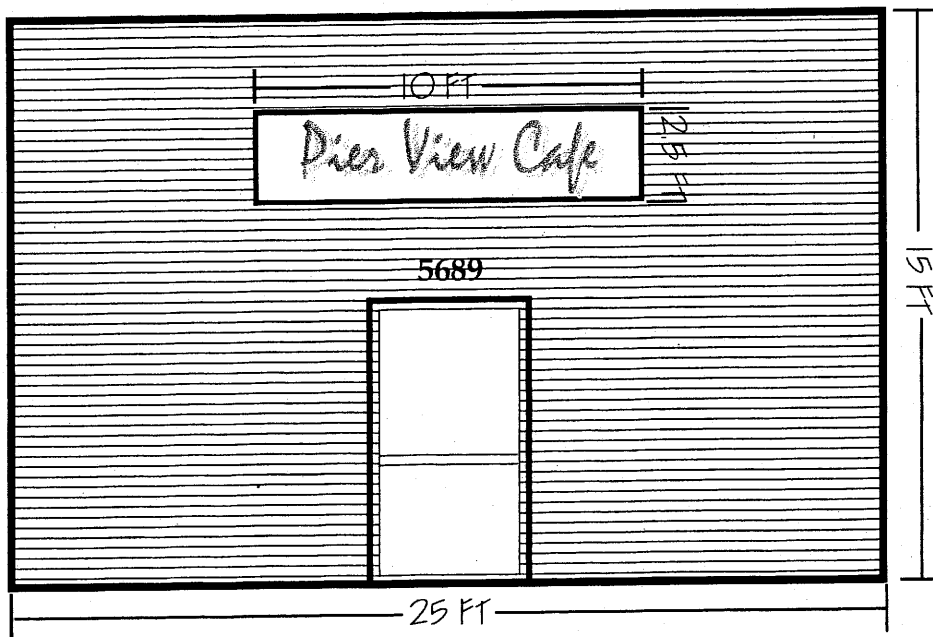


The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Sign Permit application. A Sign Permit may be granted Administratively (staff review only), or may require a public hearing before the Design Review Board and City Council for approval. A Sign Permit application will not be considered for approval, either by staff, Design Review Board or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

1. ☐ Deposit in the amount of \$200
2. ☐ Completed Discretionary Permit Application
3. ☐ Three (3) folded copies of the Site Plan, Elevations, and Sign Plan or Comprehensive Signage Plan indicating the following:
 - ☐ Location of existing buildings or structures, parking areas, and vehicular access points to the property
 - ☐ Location of all existing and proposed signs for the property
 - ☐ Indicate type of sign (freestanding, attached, wall, etc.)
 - ☐ Distance to the property line (s) for all freestanding signs
 - ☐ Provide an elevation for all proposed signs which indicates:
 - ☐ Dimensions and area for all existing and proposed signs
 - ☐ Color and materials the sign (s) will be constructed of
 - ☐ Proposed Sign Copy and illumination
 - ☐ The following statistical information:
 - ☐ The total length of building along street frontage
 - ☐ The total signage allowance in square feet
 - ☐ The existing signage in square feet
 - ☐ The remaining sign allowance in square feet
 - ☐ Proposed additional signage in square feet
 - ☐ The remaining sign allowance in square feet after the proposed sign
4. ☐ A reproducible reduction of all the above required plans including the site plan, elevations, and signage plan at 8.5" x 11"
5. ☐ Other plans and information as required by the Community Development Director necessary to describe, explain, or illustrate the requested use

Please remember to check-off list items at application submittal. A copy of this checklist form should be submitted with the application.

EXAMPLE SIGNAGE PLAN



WEST ELEVATION

Sign Dimensions: 2.5 FT x 10 FT
 Total Sign Area: 25 square feet
 Sign Type: Wall sign, attached to West wall, facing on Sea Coast
 Material: Wood sign with wood-block letters
 Colors: Lettering will be three-dimensional with blue face and grey shadow
 Typestyle: Mistral Bold

SIGNAGE PLAN

SCALE: 1 inch = 5 feet

Project Name: Pier View Cafe
 Address: 5689 Sea Coast
 Applicant:
 Architect:
 Legal Description:

Owner:
 Zoning:
 General Plan:
 APN: